



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
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IN REPLY REFER TO  
NAVAIRINST 4920.1F  
AIR-1.4  
17 Jan 97

NAVAIR INSTRUCTION 4920.1F

From: Commander, Naval Air Systems Command

Subj: MANAGEMENT OF THE FOREIGN MILITARY SALES PROGRAM WITHIN THE  
NAVAL AIR SYSTEMS TEAM

Ref: (a) OPNAVINST 4900.149, Foreign Military Sales Case Management  
(b) Operating Agreement between Commander, Naval Air Systems Command and Naval  
Aviation Program Executive Officers of 16 Aug 90  
(c) NAVAIR Desk Top Guide for Preparing Price and Availability Estimates  
and Letters of Offer and Acceptance (NOTAL)  
(d) NAVAIRINST 4920.2, Defense Security Assistance Manpower Timekeeping  
Procedures  
(e) NAVAIRINST 12410.17A, Naval Air Systems Command Headquarters Career  
Development Handbook  
(f) DoD 7000.14-R, Volume 15, Security Assistance Policy and Procedures  
(g) DoD 5105.38-M, Security Assistance Management Manual

Encl: (1) Foreign Military Sales Program Responsibilities in NAVAIR

1. Purpose. This instruction promulgates policy and responsibilities in support of the Foreign Military Sales (FMS) Program, specifically FMS case development and management, for the Naval Aviation Systems Team (TEAM). For the purpose of this instruction, TEAM is comprised of Naval Air Systems Command (NAVAIR) and the Naval Aviation Program Executive Officer (PEO) organizations.

2. Scope. This instruction is applicable to the TEAM.

3. Cancellation. NAVAIR Instructions 4900.1C of 3 Dec 1992 and 4920.1E of 8 Feb 1993 are hereby superseded. Since this is a major revision, changes are not indicated.

4. Responsibilities

a. Case managers will execute their responsibilities per reference (a).

b. The International Programs Department (AIR-1.4) is the Case Administering Office (CAO) for TEAM FMS cases. In this capacity, AIR-1.4 will maintain executive oversight of FMS case administration, serve as single point of contact for Navy International Program Office (IPO) on TEAM FMS matters, and execute the CAO responsibilities set forth in reference (a).

c. AIR-1.4 will provide training, processes, and resources to support the TEAM FMS Integrated Program Teams (IPTs) in delivering and supporting their products. This support will be provided to PEOs as set forth in reference (b).



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d. Specific responsibilities of certain TEAM organizations in support of the FMS program are provided in enclosure (1).

## 5. Policy

a. Relative Priority of FMS Program. TEAM organizations will ensure that FMS requirements retain their identity and receive equal priority with Navy requirements. To the extent practicable, FMS procurements will be integrated with normal U.S. acquisition programs. They will be consolidated with Navy procurements when reasonable, but will not be delayed for consolidation if conditions in the Letter of Offer and Acceptance (LOA) dictate otherwise. Foreign procurements will receive the same consideration as Navy procurements relative to meeting supply and support commitments on time and within cost. To the maximum extent possible, requirements under FMS will receive the same benefits and protection that apply to U.S. procurements.

### b. Approving Price and Availability (P&A) and LOA submissions

(1) The following officials are authorized to approve P&As and LOAs:

(a) The PEO or the Deputy Commander for Acquisition and Operations when case value is equal to or greater than \$1 billion.

(b) The Program Manager, Air (PMA), the activity head (Commanding Officer or Assistant Commander), or AIR-1.4 when case value is less than \$1 billion.

(2) Prior to approval, IPTs will ensure that all P&As and LOAs are prepared and reviewed using guidelines provided in reference (c). When P&As and LOAs require Congressional notification or a Navy IPO Quality Review Board (QRB) will be held, a P&A/LOA checklist and Plan of Action and Milestones will be provided to AIR-1.4. (See reference (c).)

(3) Coordination. AIR-1.4 will perform two types of reviews:

(a) Mandatory. This review will be performed for all LOAs and amendments requiring Congressional notification and P&As of an equivalent dollar value. (Reference (c) applies.) An AIR-1.4 review is also required for P&As and LOAs scheduled for a Navy IPO QRB.

(b) Optional. Non-mandatory reviews of P&As/LOAs will be performed upon request by the IPT.

(4) Evidence of Approval for Release. IPTs will include, as a minimum, the following in the remarks section of all P&A and LOA Navy Security Assistance Data System (NSADS) packages:

(a) The name of the approving official.

(b) Any caveats, i.e., unresolved issues (releasability, contract, legal, etc.), and the name of the responsible official, if applicable.

(5) P&A/LOA Development and Preparation Support. AIR-1.4 will assign International Program Management Desk personnel to IPTs to help case managers develop P&As, LOAs, and major amendments. Detailed P&A/LOA development procedures are outlined in reference (c).

c. Reporting Work in Support of FMS. The Arms Export Control Act requires that the U.S. Government be reimbursed for all costs incurred in support of FMS. Therefore, all TEAM personnel performing FMS work, full or part-time, will submit FMS timesheets biweekly. Reference (d) provides timekeeping procedures.

d. Training. Reference (e) provides FMS career training path guidelines. Supervisors will ensure that all personnel are trained in DoD and Navy FMS policy and procedures. Before appointing a case manager, the supervisor must confirm that the selectee has received adequate training.

6. Source Material. References (a) through (g) provide detailed policy and procedures to be followed in the management and execution of FMS programs. AIR-1.4 publishes FMS memoranda to update FMS policies and procedures.

7. Action. Addressees will:

a. designate a staff assistant responsible for expediting FMS matters within their organization;

b. ensure that designated personnel execute their assigned FMS responsibilities in accordance with the provisions of this instruction;

c. ensure that personnel engaged in any phase of providing equipment, technical information, training, or service under FMS programs are aware of the importance of prompt action concerning these matters. Where delay in procurement, delivery or other actions cannot be avoided, promptly inform Navy IPO and AIR-1.4 (copy to) of the reasons for the delay; and

d. issue written guidance, as appropriate, to activities (NAVAIR and non-NAVAIR) that provide support to the FMS program.

8. Review. AIR-1.4 shall review annually the contents herein and provide recommendations for changes and deletions to the Commander.

  
J. A. LOCKARD

NAVAIRINST 4920.1F  
17 Jan 97

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**FOREIGN MILITARY SALES PROGRAM**  
**RESPONSIBILITIES IN NAVAIR**

1. The Deputy Commander for Acquisition and Operations (AIR-1.0) provides executive oversight of the TEAM Foreign Military Sales (FMS) Program.
2. The International Programs Department (AIR-1.4, as Case Administering Office (CAO), is responsible for direction and oversight of all TEAM FMS Program efforts. In close cooperation with the Navy International Programs Office (IPO), AIR-1.4 serves as TEAM focal point for planning and integrating foreign procurement of airborne systems and services with parallel United States programs and monitoring the planning, pricing, execution, and closure of FMS cases. AIR-1.4 provides policy direction and uniform guidance in the conduct of FMS new business and financial planning and management, and monitors the total FMS program to ensure satisfactory execution. As International Programs Competency Leader, AIR-1.4 provides training, processes, and resources to support the TEAM FMS Integrated Program Teams (IPTs) in delivering and supporting their products. These responsibilities require close liaison and coordination with respective FMS case managers who have distinct planning, implementation, and management responsibilities. AIR-1.4 is assigned the following specific responsibilities in conjunction with the Comptroller and Financial Management Departments (AIR-7.6):
  - a. Assuring the Comptroller that oversight of security assistance programs and FMS personnel resource allocation, usage, and reporting within the TEAM, both for civilian and military personnel and consulting services contracts, is performed.
  - b. Enforcing FMS timekeeping practices which includes assuring bi-weekly submission of time sheets.
  - c. Verifying the propriety of FMS personnel charges.
  - d. Assessing and approving FMS administrative resource allocations across the AIR groups, Naval Aviation Program Executive Officer (PEO) organizations, and Program Managers (PM's).
  - e. Conducting informal reviews of FMS time sheets and of AIR groups performing FMS tasks, as necessary, to ensure that FMS personnel are properly utilized and reported. Particular attention will be given to justifying FMS personnel allocations in terms of requirements versus usage, and value added versus funds expended.
  - f. Conducting periodic zero-based reviews of personnel charges on a basis of value added versus dollars charged.
  - g. Validating FMS civilian resource allocations including revalidating full-time FMS billets at non-FMS-dedicated TEAM offices as workload changes indicate the need.
  - h. Reviewing procurement requests for contracts and delivery orders which will be partially or fully funded by FMS administrative funds.
  - i. Maintaining a central data base of FMS information and ready access to the Management Information System for International Logistics.
3. Program Managers (PMAs) are responsible for material development and acquisition of specific FMS systems, equipment, and services as reflected in existing FMS procurement and follow-on support cases. When required by the recipient foreign country, there is additional responsibility for supporting and sustaining the

in-country inventory of cognizant weapon systems. PMAs will provide the same depth of attention to FMS matters as to Navy acquisition matters. The PMA is the principal interface with the FMS customer.

4. The Assistant Commander for Contracts (AIR-2.0) is responsible for providing contractual functions and services necessary to support FMS programs.

5. The Assistant Commander for Logistics (AIR-3.0) is responsible for providing logistics and support items, services, and management to meet FMS requirements, including those provided by cognizant field activities.

6. The Assistant Commander for Research and Engineering (AIR-4.0) is responsible for providing systems engineering management and technical guidance and services to meet FMS requirements, including coordination with cognizant field activities.

7. The Assistant Commander for Corporate Operations (AIR-7.0) is responsible for:

- a. Human resources management.
- b. Foreign disclosure.
- c. Providing assistance with procedures for financial management of FMS and Foreign Military Funding resources.
- d. Providing accounting and fiscal services.
- e. From a Command standpoint, coordinating FMS labor requirements and allocations across PEOs and competencies.
- f. Providing legal advice and interpretation.